

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION  
CHECKLIST 36-0023**

**2 AUGUST 1999**

**Personnel**

**BASE EDUCATION SERVICES (WING)**

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This Checklist reflects Command requirements for Base Education Services to prepare for and conduct internal reviews.

1. References have been provided for each item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of Base Education Services.

BOBBIE GERVAIS, Colonel, USAF  
Director of Personnel

## Attachment 1

## BASE EDUCATION SERVICES (WING)

Table A1.1. Checklist.

<b>MISSION STATEMENT:</b> To provide eligible personnel with educational opportunities to develop the background essential for meeting the immediate and long range needs of the Air Force and the nation. <b>NOTE:</b> All references are from AFI 36-2306, unless otherwise stated.			
<b>SECTION 1: BASE EDUCATION SERVICES</b>			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Is the Tuition Assistance (TA) program administered as required by AFI 36-2306, para 5? (para 5)			
1.1.2. Is the active duty service commitment (ADSC) completed for officers applying for TA per accomplishment of AF Form 63, <b>Officer Airman Active Duty Service Commitment (ADADSC) Counseling Statement?</b> (para 5.4.1)			
1.1.3. Is the Tuition Assistance (TA) program administered as required by AFI 36-2306, para 5.6, to include the requesting, approval, and reimbursement of tuition assistance? (para 5.6)			
1.1.4. Is waiver action or collection action completed for all courses failed or not completed? (para 5.6)			
1.1.5 Is the AF Form 118, <b>Refund of Tuition Assistance – Education Services Program</b> , used for all withdrawals and non-completions when TA has been provided (and appropriate documentation attached to AF Form 118 for all waiver requests)? (para 5.6)			
1.1.6 Are cash collection or payroll deductions completed for all personnel who are required to make TA reimbursements? (para 5.6)			
<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Have TA applications been checked for eligibility? (para 5.4.1)			